



Nomination "Cliff Notes"

Deadline: 01.03.12

Nominate Yourself or Your Clients for 2013 Small Business Person of the Year

The SBA New York District Office seeks nominations for the most prestigious annual small business awards in America: Small Business Person of the Year, Young Entrepreneur, Small Business Exporter; Phoenix Award for Disaster Recovery and Champion Phoenix Awards; Other Champion Awards: Minority Champion, Veteran Champion, Women-owned Small Business Champion, Veteran Champion Awards; Small Business Federal Procurement Awards; and Awards to SBA Resource Partners.

Small Business Persons of the Year Awards

- **Small Business Person of the Year**
Eligibility: U.S. resident nominees for small business person of the year category must own and operate or bear principal responsibility for operating a small business under applicable SBA size standards and in business at least three years. Partners of four or less may be nominated as a team. Nominees for this award are not required to have been a recipient of SBA assistance. Nominees may not be nominated for more than one award category and may not have been prior awardees within the past five years. Incomplete packages will not be considered.
Submissions: nominee packages to be sent directly to SBA New York District Office.
- **Young Entrepreneur Award**
Same eligibility as Small Business Person of the Year and all majority owners must not have reached the age of 30 by June 1, 2013.
- **Small Business Exporter Award**
Same eligibility as Small Business Person of the Year but must be engaged in the field of exporting.

Phoenix Awards

Phoenix awards are given to those individuals (business owners, volunteers, public officials) whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster that occurred during the previous fiscal year.

Submissions: Send Phoenix nominee packages to SBA Disaster Field Operations Center

- **Phoenix Award for Small Business Disaster Recovery**
Eligibility: Any individual who owns and operates a small business that suffered physical damage following a disaster and received an SBA physical disaster loan.
- **Phoenix Award for Outstanding Contributions to Disaster Recovery**
Eligibility: Private-citizen volunteer and public officials who have each made an outstanding contribution to a community's recovery following a natural disaster.

Other Champion Awards:

Champions are individuals or organizations dedicated to supporting small businesses. Champion nominations should include details of demonstrated accomplishments in terms of advocacy efforts and contributions obtained on a professional and voluntary basis as relevant to the particular award being sought. Individuals may **not** be nominated for more than one award category.

- **Minority Small Business Champion –**
For fulfilling a commitment to support minority entrepreneurship
- **Women in Business Champion –**
For fulfilling a commitment to the advancement of women's business ownership.
- **Veteran Small Business Champion –**
For fulfilling a commitment to the advancing business opportunities for veterans.

Federal Procurement Awards:

Submissions: Send nominee packages to SBA Government Contracting Area Office

- **Small Business Prime Contractor of the Year**
Eligibility: Small businesses that have provided the government with outstanding goods and services as prime contractors (who have not received this award within past three years).
- **Small Business Subcontractor of the Year**
Eligibility: Small businesses that have provided the government and industry with outstanding goods and services as subcontractors (who have not received this award within the past three years).
- **Dwight D. Eisenhower Awards for Excellence**
Eligibility: Large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors, and who have not received this award within the past three years. Award categories: manufacturing; service; research and development; construction; and utilities.
- **8(a) Graduate of the Year**
Eligibility: All formerly certified 8(a) business participants who graduated for at least a year as of April 1, 2012.
Submissions: Send 8(a) nominee package to SBA New York District Office.

Awards to SBA Resource Partners

- **Small Business Development Center (SBDC) Excellence and Innovation Center Award**
- **Women's Business Center of Excellence Award**
- **Veterans Business Development Center (VBOC) of the Year**

For Eligibility, Submissions and form information or call the NYDO 212-264-9487.

SBA Small Business Awards- Judging Criteria:

1. Staying power -a substantiated history as an established business; including: at least three years in business, sustained expansion, addition of territories, growth in square footage occupied and steady growth in net worth over three years as evidenced by financials.

2. Growth in the number of employees -sustained over a minimum of three years in excess of growth in Gross National Product.
3. Increase in sales and/or unit volume -continued growth in net income over the last three years.
4. Current and past financial performance for three years-financial reports, profit-and-loss statements, balance sheets showing consistent increases in net worth.
(**Not required for Champion Awards**)
5. Innovativeness of products or services offered -specific uniqueness or niche description.
6. Responses to adversity with examples of problems faced and solutions utilized.
7. Contributions to community-oriented projects showing evidence of use of personal time and resources, including charitable causes, memberships in councils, boards and clubs.

SBA Small Business Awards- Required Documentation

Must be typewritten on one side of 8 1/2" x 11" white stationery, collated and secured in a 1 1/2" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, in the following order:

1. **A single cover page stating---** nominee's full name, title, (agency name, if applicable) business and home addresses with telephone and fax numbers, and e-mail address; the award for which the nomination is being made; the nominator's name, title, (agency name and/or buying activity name, if applicable) place of business, business address and telephone number and e-mail address (business owners are permitted to self-nominate); SBA assistance received, if applicable or if any (e.g., SBA loan, SCORE counseling, SBDC, VBOC, or WBC counseling or assistance, 8a program, etc.); one-paragraph description of the nominee's business and/or professional occupation.
2. A completed background form (SBA Form 3300, Award Nomination Form) **For team or partner nominations, a background form is required from each member.**
3. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo at least 300 dpi; photocopies are **not** acceptable.
4. Four to five additional photos of the nominee's company and employees at work.
(**Above not required of Phoenix Award for Outstanding Contributions to Disaster Recovery nominees or Champion Awards**)
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page (to include any SBA assistance, if applicable).
(**Above not required of Phoenix Award for Outstanding Contributions to Disaster Recovery nominees and not required of Champion Awards**)
8. The small business' financial statements, including balance sheets, profit-and-loss statements and financial reports, not exceeding 12 pages, on 8 1/2" x 11" paper, for the last three years.

(**Above not required of any Phoenix Awards or Federal Procurement Awards nominees and not required for Champion Awards**)

Phoenix Award for Small Business Disaster Recovery: a narrative reporting how the disaster damaged the business, how company was able to rebuild and maintain 90% of its pre-disaster work force after receiving SBA disaster loan, steps taken to prevent future

damage, photos documenting damage and rebuilt property)

Phoenix Award for Outstanding Contributions to Disaster Recovery: a narrative detailing how that person responded to the needs of the community in the aftermath of the disaster, as well as a biography and photo of the nominee.

9. Any other supporting documentation deemed significant including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation not to exceed 10 pages. Videos will **not** be considered or accepted.
10. A completed SBA Form 2137 Award Nomination Consent Form (not required of 8(a) Graduate of the Year Award nominee) call 212-264-9487.

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Please call 212-264-2734 for details and required forms.

Unless submissions instructions otherwise specified, please send completed package to

Ms. Ana Hernandez, U.S. Small Business Administration, 26 Federal Plaza,
Room 3100, New York, NY 10278.

Must arrive or be hand-delivered no later than January 3, 2013.

Incomplete packages cannot be considered. Deadline strictly observed.